Job Title: Fleet Management Superintendent

Department: Municipal Services

Immediate

Supervisor: Municipal Services MAnager

Origination Date:	07/01/2001
Revision Date:	07/01/2012
Job Grade	610
FLSA Status	Exempt

BRIEF DESCRIPTION OF THE JOB:

Directs the operations of the service center and large shop operations. Supervises the work of employees involved in the repair and maintenance of automotive and other motorized equipment. Inspects work in progress and upon completion to ensure required maintenance standards are met. Maintains various records to control the flow of shop work, estimates material required and requisitions materials and supplies. Responsible for the division budget, represents the division at local, regional and state-wide meetings, performs inventory controls and writes performance evaluations.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	Н	Supervises personnel by supervising the operations of a service facility or specialized function and planning, laying out, assigning, and assisting personnel with work and repair functions, and supervising the work of personnel.
2	Н	Manages operations by ensuring that all applicable Environmental Protection Agency guidelines are met, inspecting work performed by personnel to ensure compliance with established standards, correlating parts orders, maintaining and updating parts manuals and reviewing time sheets and cost accounting data.
3	L	Performs administrative duties by maintaining accurate work records and related documents, writing accurate and complete work reports and resolving operational problems; manages equipment replacement budget by providing departments with vehicle and equipment purchase costs; analyzes the utilization of fleet units and makes recommendations for discontinuance and reassignment of units or rental of seldom-used equipment; monitors contract administration procedures to ensure compliance with City procurement code.
4	L	Performs customer service functions by demonstrating continuous efforts to improve operations, decreasing turnaround times, streamlining work processes and providing quality seamless customer service; prepares detailed bid specifications in cooperation with end-users for procurement of new and replacement vehicles and construction equipment.

	Physical Strength	
	Code	ESSENTIAL FUNCTIONS
5	L	Administers the weekly fuel reconciliation process for all fuel sites; oversees maintenance records of all fuel sites in accordance with federal EPA, state and local requirements; prepares, updates and maintains fuel system specifications for new systems and repairs to existing systems; oversees the maintenance of a perpetual inventory records system and recommends changes and improvements as appropriate; oversees the stocking, recording and distribution of a large volume of replacement parts for a variety of City equipment, such as cars, trucks, fire engines, bulldozers, cranes, trenchers and motorcycles.
6	S	Directs the functions of Fleet and Equipment management divisions by providing leadership, developing and interpreting policies, and implementing programs to maintain and improve operations. Ensures safe, efficient operations of programs and, including compliance with all state and federal regulations.
7	S	Administers budget by preparing annual and monitoring division expenditures. Prepares, interprets, and explains complex financial and administrative reports; reviews technical reports, budget estimates, and contracts; directs and participates in management studies, and analyzes programs and problems.
8	S	Writes vehicle and equipment specifications in conjunction with requesting City departments ensuing correct vehicles and equipment neet city business requirements. Prepares vehicle and equipment bid documents and reviews and evaluates responses to bids and proposals. Searches out contacts for purchase of vehicle parts and procure. Responsible for procurement of parts for repair activities and procurement of fuel for city vehicles
9	S	Forecast and plans replacement for city vehicles including public safety vehicles. Projects required budget funds required for future replacement purchases.

JOB REQUIREMENTS:

	JOB REQUIREMENTS
Formal Education/ Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum five years experience in a related field.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read technical manuals, memos and grant information.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write memos, reports for Council presentations and performance appraisals.
Managerial	Semi-Complex - Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Budget Responsibility	Substantial - Has responsibility for final approval of at least one division budget and presents the budget(s) to Senior Management. Is authorized to approve division budgeted expenditures for both staff and resources up to the amount that requires the approval of Senior Management.
Policy/Decision Making	Significant - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts are typically reviewed prior to being finalized.
Technical Skills	Broad Application - Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs, solutions for highly complex issues, and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Interpersonal/Human Relations Skills	High - Interactions at this level usually impact the implementation of policies. Contacts may involve interpretation of how policies are implemented and may require discussion and the support of controversial positions or the negotiation of sensitive issues or important presentations. During interactions on policy implementation, contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R 図 O □ F □ C	Making presentations Observing work site Observing work duties Communicating with co-workers	Pushing/ Pulling	□ N □ R ⊠ O □ F □ C	 ☒ File drawers ☐ Equipment ☒ Tables and chairs ☐ Hoses
Fine Dexterity	□ N □ R □ O □ F ⊠ C	☒ Computer keyboard☒ Telephone keypad☒ Calculator☒ Calibrating equipment	Climbing	□ N ⋈ R □ O □ F □ C	☐ Stairs ☑ Ladders ☑ Step stools ☑ Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	☒ To other departments/offices☒ Around work site	Vision	□ N □ R □ O □ F ⊠ C	☒ Reading☒ Computer screen☒ Driving☒ Observing work site
Lifting	□ N □ R ⊠ O □ F □ C	☐ Supplies ☐ Equipment ☒ Files	Foot Controls	□ N □ R ⊠ O □ F □ C	☑ Driving☐ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N □ R ⊠ O □ F □ C	☐ Supplies ☐ Equipment ☑ Files	Balancing	□ N ⊠ R □ O □ F □ C	☒ On ladders☒ On equipment☒ On step stools
Sitting	□ N □ R □ O ⊠ F □ C	☑ Desk work ☑ Meetings ☑ Driving	Bending	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☐ Making repairs
Reaching	□ N □ R □ O ⊠ F □ C	☐ For supplies ☑ For files	Crouching	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O □ F ⊠ C	⊠ Paperwork □ Monies	Hearing	□ N □ R □ O □ F ⊠ C	⊠ Communicating via telephone/radio, to co-workers/public ∐ Listening to equipment
Kneeling	□ N □ R ⊠ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O □ F ⊠ C	☒ From computer to telephone☒ Getting inside vehicle
Crawling	□ N ⊠ R □ O □ F □ C	☑ Under equipment☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)	•	•	

Physical Demands (continue	<u>ed)</u>								
Machines, Tools, Equipmen	·	: Aids:							
Telephone, fax machine	· unu // Oll	111451							
receptione, tax macrime									
Computer Equipment and S	Coftworo								
Personal Computer, printer, scanner, computer, scanner, computer, scanner, computer, scanner, computer, scanner, computer, scanner, computer, scanner, sca		Managamant C	oftware N	lioros	oft Office Sa	ftwara	Multiforce E	ual Caf	twore
Voyager Fuel Software.	CG Faster Fleet	Management S	onware, iv	110108	on Office Sc	ntware	, Multiforce F	uei Soi	tware,
Voyager Fuel Software.									
Environmental Factors:			1						
Environmental Condition	ons	Never	Seasona	ally	Several T Per Mor		Several Ti Per Wee		Daily
Extreme temperature (heat, cold, extreme temp. changes for work)	rom outside						X		
Wetness and/or humidity (bodily discomfort from moisture)							×		
Respiratory hazards (fumes, gases, chemicals, dust and d	irt)				X				
Noise and vibration (sufficient to cause hearing loss)	7				×				
Physical hazards (high voltage, dangerous machinery					×				
prisoners, patients – <u>not customers</u>)	, aggressive				Δ				
Health and Safety Condition	ns:								
Health and Safety Conditions	N = Never	R = Rarel	у О	= Oc	casionally		Frequently	C =	Constantly
	Never	Less than			more of		n 1/3 to 2/3		or more of
	occurs	hour per we	ek		time	of	the time	t	he time
Mechanical hazards		×							
Chemical hazards		X							
Electrical hazards		X							
Fire hazards	×								
Explosives	×								
Communicable diseases	X								
Physical danger or abuse	×								
Other (specify)									
Primary Work Location: ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhood ☐ Outdoors ☐ Other (Specify)	od Centers								
Protective Equipment Requ	ired:								
Occasional use of protective eyewear, g	gloves and footw	rear							

Job Demands

Overall Strength Demands:

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☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
□ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
⊠ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	×			
Emergency Situations	X			
Frequent Change of Tasks	×			
Irregular Schedule/Overtime	×			
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work	X			
Noisy/Distracting Environment	×			
Other (Describe below.)				

EXPECTED BEHAVIOR:

Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Make time for your employees.
- Maintain confidentiality
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals
- Walk the talk be an advocate for the Goodyear culture
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings
- Be a champion of the cities policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite
- Respond to personnel issues immediately
- Ensure employees are allowed to participate ion teams and have time to do so
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Motivate your employees provide positive feedback
- Be visionary anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the City's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret City policies and procedures, and make rational decisions/ recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations
- Encourage teamwork and participation by all employees

- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

ob Title of Department Director	Signature of Department Director	Date
Job Title of Supervisor	Signature of Supervisor	Date
	Signature of Employee	Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.